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SECRET

DD: P 4-5944

18 AUG 1964

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Support

SUBJECT: Administration of Staff and Career Agents under
Non-Official Cover

1. This memorandum contains recommendations for your approval. These recommendations are contained in Paragraph 6.

2. The recommendation contained in this memorandum originated in discussions at the Support Chiefs' Conference held at [] on 3 - 5 June 1964. It was suggested at the conference that an []

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[] for Staff and Career Agents was feasible and would result in considerable savings in time and effort on the part of the Agents, field stations, and headquarters.

3. While the use of Staff and Career Agents under non-official cover has increased greatly in the past five years, there is little evidence that our administrative and financial procedures have been modified sufficiently to keep pace with this trend. Most officers who have had experience in operating under non-official cover or supporting Agents under non-official cover are of the opinion that an undue amount of time is required to meet administrative and financial requirements. These officers cite examples involving travel, shipment of household effects, housing, education allowances, transportation and vehicle expenses, and operational entertainment. In some cases this time and effort spent on administrative matters has merely been an irritant. In others, it has resulted in delays in the operational deployment and development of the Agent.

4. Although there have been improvements resulting from simplification of certain administrative procedures and through better briefings of personnel, we believe that an additional step is required to eliminate the majority of the existing problems. Specifically, we believe that the various administrative payments to which the

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EXCLUDED FROM AUTOMATIC
DOWNGRADING 3

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5. As the mechanism that could be established to determine the amount of the [] and to gather actual operating experience in this area, we would recommend a small working committee operating under senior sponsorship. In much the same manner as is now the case with the [] this group could start on an individual case basis, and with sufficient actual experience, eventually be in a position to recommend formal policies and procedures covering the subject.

6. It is therefore recommended that:

(a) A committee be established representing the Clandestine Services Staff or Division concerned with a particular case, the Central Cover Staff, SSA-DD/S, the Office of General Counsel, and the Directors of Finance and Personnel. 25X1A

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(b) This committee be empowered to establish [] on an individual case basis for Staff Agents and Career Agents serving overseas.

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(c) At the end of one year, on the basis of experience and data gained in the course of its operation, this committee propose regulations and permanent organizational machinery for the determination of [] for Staff Agent and Career Agent personnel serving overseas.

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[]
Special Support Assistant/DDS

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[]

Office of General Counsel

Date

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[]

Director of Personnel

Date

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[]

Director of Finance

Date

* See accompanying memo.

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SUBJECT: Administration of Staff and Career Agents Under
Non-Official Cover

The recommendations contained in
Paragraph 6 are approved.

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[Redacted]

- 18 Nov 64.

Assistant Deputy Director for Plans

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[Redacted]

- 30 Nov 64

Acting Deputy Director for Support

Distribution:

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GROUP

DD/P 5743
11/5 64-5358
12 OCT 1964

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Special Support Assistant to the Deputy
Director for Support

SUBJECT : Administration of Staff and Career Agents
under Non-Official Cover

REFERENCE : Memo to DD/S, DD/P from SSA/DDS dtd
18 Aug 64, Same Subject

25X1C 1. The Office of Finance concurs in the establishment of a Committee of the general type and composition outlined in reference. We would like to suggest, however, that the Committee's responsibilities be defined in broader terms than that of reviewing and establishing allowances since that is only one of the possible techniques which may be utilized to improve agent administration. Many of the problems which arise in administering agent contracts are attributable to the fact that the terms of the contract are not clear, are not consistent with the [redacted] and not compatible with the prevailing operational and cover conditions. Attached for your general information is a copy of a memo dtd 1 May 64 to the Director of Personnel outlining some of the problems encountered in this connection, and making reference to specific case examples.

2. Considering the proposed composition of the membership of the Committee it would appear appropriate for the Committee to review the facts pertaining to non-official cover assignments of Staff and Contract Agents to insure that the administrative and financial arrangements for handling the agent are compatible with the prevailing cover conditions and the operational objectives sought; that contracts [redacted] contain clear and consistent provisions covering each agent's entitlements and arrangements for administering such entitlements in a manner that

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will avoid compromise of cover; and that the contracts do not place an excessive administrative burden on the agent, but at the same time provide positive reporting of the facts necessary to properly administer the agent's activities.

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3. It is also suggested that consideration be given to designating the Office of Personnel as Secretary to the Committee with responsibility for obtaining the information necessary for presenting cases to the Committee, as well as incorporating decisions of the Committee into agent contracts.

4. I would be glad to discuss these points with you in further detail if you desire.

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/R. H. FUCHS
Director of Finance

Attachment

These are are thoughtful suggestions. However, they are the type of suggestion which the Committee can and should consider as its work moves along with a view to incorporating them, as appropriate, in the "proposed regulation and organizational machinery".

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30 June

23 September 1964

Colonel White:

I believe this is a good way to get started on a solution to an old problem.

The proposal will be coordinated with General Counsel, Personnel, Finance, and DD/P before coming to you for approval. In the process there may be some changes.

While we do not ask your approval now we would like to have your blessing to proceed with this kind of paper.

VT
VRT

*So ahead and I
would hope we
could proceed faster
than your paper*